

JOB OPPORTUNITY

STATE OF CALIFORNIA

CALIFORNIA TRADE AND COMMERCE AGENCY

Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affirmation, age, or sexual orientation.



CLASSIFICATION: Associate Governmental Program Analyst (P/FT)
Salary Range: \$3,764 - \$4,576

DATE: June 30, 2000

LOCATION: Office of Business Development

FILING DEADLINE: July 31, 2000 or until filled

JOB DUTIES: Under the direct supervision of the Staff Development Supervisor for Enterprise Zones/Permit Assistance/Special Projects, the Associate Governmental Program Analyst's responsibilities will include the following:

- Developing, writing, and managing grants and contracts for Economic Development activities, includes reviewing applications for funding; developing program budgets, scopes of work, timelines and performance standards; and coordinating with the contracts office.
- Developing and writing Budget Change Proposal Concepts and Budget Change Proposals; working with Fiscal Services to develop Section 28s for new federal grants; and working with Administration and Finance and other agency offices on the implementation of new programs funded through grants.
- Monitoring Office budget. Includes researching invoices, tracking expenditures, completing required budget forms and developing improvements to the budget database.
- Tracking, analyzing and commenting on legislation affecting economic development. This includes coordinating with economic development organizations and other Offices of the Agency on legislative issues that will affect their business constituencies.
- Other duties as required. May include special projects and support for other Office programs during peak times.

DESIRABLE QUALIFICATIONS:

- Knowledge of State grant/contract practices;
- Excellent verbal and written skills. Ability to conduct research and write reports for staff and public dissemination;
- Knowledge of the State budget process;
- Experience with computer spreadsheet, database software applications and the Internet;
- Knowledge of the relationship of Federal, State, and local government to the local economy;
- Ability to independently develop funding proposals for economic development programs;
- Consult with and advise departmental management and staff on a variety of local economic development issues; and
- Work cooperatively and in coordination with other staff, Federal, State agencies, and local organizations.

This position may include up to 15% travel time.

SROA AND SURPLUS EMPLOYEES ENCOURAGED TO APPLY

Contact: Keith Coppage

Phone: (916) 323-0459

PLEASE SUBMIT YOUR APPLICATION TO:

California Trade and Commerce Agency
Office of Business Development
801 K Street, Suite 1700
Sacramento, CA 95814
Attention: Keith Coppage
RPA #00-183